

Parenting Plan Instructions
PRINT CLEARLY. USE BLUE OR BLACK INK.

- I. **Parenting Plan Proposal (No agreement):** For all divorce actions that have contested custody or placement issues, both parties are required to file a Proposed Parenting Plan with the Court prior to any Pretrial Conference, per Wisconsin Statute §767.24(1m). If you have an agreement on custody and / or placement issues, please see Part II for further instructions.
- a. The Proposed Parenting Plan is a document that you complete on your own.
 - b. Choose the **Purple cover page** and tear off the Green page.
 - c. Complete the entire parenting plan, and follow these directions to file your proposal: *
- Make sure you have your Case Number and Your Name on the proposal.
 - Make at least two copies of your proposal for your records **before** you file it. One copy is for your records, and **the second copy must be provided to the other parent**. Make additional copies if needed, for your attorney or pro se professional.
 - Hand deliver or Mail the original document (not a copy) to the Clerk of Courts office, located on the second floor of the City / County Government Center (160 S. Macy Street, Fond du Lac, WI 54935).
 - The deadline for filing your proposal is the date of your Pre-trial conference. If you do not know when your pre-trial conference is scheduled, check with your attorney, pro se professional or with the Clerk of Courts.
 - The Clerk of Courts will charge \$1.25 per page if you request to have copies made after you file the proposal.
- II. **Parenting Plan Agreement:** You will need to complete a Parenting Plan Agreement form to finalize your agreement with the other parent.
- a. The Parenting Plan Agreement is a document you complete with the other parent because you have an agreement regarding the custody and placement of your children.
 - b. Choose the **Green cover page** and tear off the Purple page.
 - c. Complete the entire parenting plan, and follow these directions to file your agreement:*
- Make sure you have your Case Number and Your Names on the agreement. Both parents should have signed the **Green cover page**. **You must initial and date all white pages on the bottom left-hand corner.**
 - Make Copies to bring to the Family Court Commissioner. You should make a copy for each parent, each parent's attorney and the Family Court Commissioner (3 to 5 copies and 1 Original).
 - Hand-deliver or Mail the original document and the copies to the Family Court Commissioner office, located on the second floor of the City / County Government Center (160 S. Macy Street, Fond du Lac, WI 54935). If no one is available at the Family Court Commissioner office, leave the document in the box marked "In Attorneys / Pro Se".
 - The Family Court Commissioner will sign your agreement, file the original and place the extra copies in the "Out Attorneys / Pro Se" box for you to pick up. If the Family Court Commissioner does not sign your agreement, it is not a formal court order.

Note: If you are working with an attorney, you may give the attorney your proposal or agreement, and the attorney can file it for you.

* If your divorce is in another county, then file your parenting plan in the county having jurisdiction.